



## King County

**Mail Ballot Operations Supervisor  
(ADMINISTRATOR I)  
DEPARTMENT OF EXECUTIVE SERVICES  
RECORDS, ELECTIONS & LICENSING SERVICES DIVISION  
ELECTIONS SECTION  
Hourly Range \$20.48 - \$25.96  
Job Announcement No.: 03ES3614  
OPEN: 07/28/03      CLOSE: 08/8/03**

**WHO MAY APPLY:** This position is open to career service employees represented by Teamsters Local 117P/T, other King County career service employees, all executive branch regular exempt employees, and current probationary employees who achieved career service status in a previous position and the general public. Bargaining unit members will receive first consideration. Qualified candidates will be administered a computer exam before being considered for an interview.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **King County Human Resources Division, 500 4<sup>th</sup> Ave, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Lori Martin, REALS Administration Section, at (206) 296-1931 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** King County Administration Bldg, 500 4<sup>th</sup> Ave.; Mail Ballot Operations Satellite, 3901 1<sup>st</sup> Ave S. ; and the Election Distribution Center, [1215 East Fir Street](#),

**WORK SCHEDULE:** This position is covered by the provisions of the Fair Labor Standards Act and is overtime eligible. This position works a 35-hour workweek, typically 8:30 a.m. to 4:30 p.m., Monday through Friday.

**PRIMARY JOB DUTIES INCLUDE:**

This position is responsible for the planning, production, and processing of outgoing and incoming absentee ballots during all county administered elections. Duties of this position include, but are not limited to, the following:

- Supervise a core group of staff leads and other staff in the printing, processing and mailing of absentee ballots and the return processing of mail ballots through the sorting, verification, opening and tabulation process.
- Plan and implement work schedules to accomplish processing large volumes (Currently 450,000 – 600,000) of absentee ballots in tight time frames, which may include running multiple work shifts, hiring of sufficient seasonal staff help, etc. with the ability to reevaluate the work plan in progress and be able to adjust as necessary in an expeditions and effective manner to meet mandatory deadlines.
- Determine processing performance standards and maintain high level performance expectations.

- Maintain detailed records and statistics regarding both outgoing and incoming absentee ballots to measure productivity, performance, assist in the forecasting of voter participation in future elections and to share the information with the public.
- Work as a team with other work units within the Elections Section.
- Provide clear information on policies, procedures, codes, and regulations to staff and customers and maintain a policies and procedures manual for assigned units making necessary edits when changes in State law, County practice, etc. occur.
- Keep management informed of all important details in the project plan and progress.
- Order sufficient quantities of supplies to support the absentee ballot process from mail out through certification
- Draft correspondence and handle customer inquiries and complaints.

**QUALIFICATIONS:**

A BA degree in a related field and two years of demonstrated experience in a production oriented, deadline driven environment. Five years of increasingly responsible elections administration experience in a major metropolitan jurisdiction may be substituted for the four year degree requirement. Hold a current Election Administrator certification or have the ability to achieve certification within one year from the date of hire. Must have demonstrated supervisory skills with at least three years of progressively responsible supervisory experience. Must have the ability to handle difficult customer situations with discretion and diplomacy and to clearly communicate with customers and staff in person, over the phone, and in writing as necessary. Must have proficiency in the use of a personal computer, including the use of MS Word, Excel, Outlook or their equivalent. Must have demonstrated process management skills, ability to prioritize workload, adapt to changes in work flow, streamline business processes in order to achieve maximum efficiency and cost effectiveness. Ability to work evenings and weekends throughout various periods of the year including both scheduled and unscheduled hours and days. Access database experience is a plus. Excellent customer service skills are required.

**NECESSARY SPECIAL REQUIREMENTS:**

Must maintain a valid Washington State Driver's License, the ability to lift and move boxes up to 55 pounds. Willingness and ability to work mandatory overtime. Must maintain a valid Washington State Driver's License.

**UNION MEMBERSHIP:** This position is represented by the Teamster's Union Local 117 Professional Technical.

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